UNT DALLAS WRITING CENTER STUDENT FAQ

- **What types of people need writing tutoring?**
  Everybody can benefit from writing tutoring whether he or she is struggling through English class or has published 1,000 best-sellers. Even if you feel you have written the perfect “A” paper, our highly qualified tutors can provide a fresh, objective perspective that may help your writing evolve even further.

- **Where and when can I get help with my writing?**
  The Writing Center is located in Room 301N in Building 1. We are constantly updating our hours, so check our main page for the updated hours of operation.

- **Do I have to schedule an appointment?**
  Yes- we prefer that students make appointments because we give priority to students with appointments. Occasionally, we will take walk-ins when we’re not already helping students, if someone cancels last-minute, or if someone doesn't show up for an appointment. We fill up fast, especially during peak times of the semester (mid-terms and finals), so we ask that students book their appointments in advance.

- **How do I schedule an appointment?**
  We have now made it easier for you to schedule your appointments online, too. You can log on to Gradesfirst through your My UNT Portal to schedule, change, and cancel your appointments. If you have trouble figuring out how to book your appointments, we have an easy-to-follow guide that walks you through the scheduling process.

- **What happens if I miss or skip an appointment?**
  We ask that students cancel their appointments on Gradesfirst as early as possible if they know they can't make it to an appointment. There is no penalty or punishment if you can cancel appointments in advance; however, if you miss or skip more than 3 appointments during the semester, you will be blocked from making any future appointments. In order to unblock the system, you will have to stop by the Writing Center and talk to the administrative assistant or the coordinator.
• **What if I need tutoring when the Writing Center is closed?**

If you need help after hours or on the weekends when the physical Writing Center is closed, you can still get all the help you need by logging onto Smarthinking, an online tutoring program that the college subscribes to. Smarthinking is accessible 24 hours/day, 7 days/week—just know that when you submit a paper, it may take 24 hours to receive the tutor’s critique. Smarthinking is online tutoring software produced by Pearson, the world’s largest educational publisher. Using Smarthinking, a student can choose to ask a tutor a question in real-time, post a question to be answered within 24 hours, submit a paper for review, or schedule a virtual tutoring session. Smarthinking also offers content tutoring in other disciplines such as accounting, math, science, economics, and the social sciences. You can even use Smarthinking to improve your familiarity with Microsoft Word. For more information and to access Smarthinking, visit www.untdallas.edu/smart.

• **Can I drop off my paper and pick it up later?**

We would be doing our students a big disservice if we accepted papers for proofreading and editing. We know you take your assignments seriously and want to earn the highest grade possible for each, but far more important than any individual paper for any individual class is your overall, continuous development of knowledge and skill. By “correcting” your paper for you, we would be cheating you out of an important opportunity to test your skills and build new ones.

• **How should I prepare for an appointment?**

The more information you bring to the session, the more thoroughly your tutor will be able to help you. Items you should bring include:

1. A copy of the instructor’s assignment sheet and grading rubrics
2. A copy of the draft that you’d like to discuss, either a print or electronic version
3. Previous drafts of the assignment with any instructor feedback (margin notes and comments) or previously graded papers from the class—this gives your tutor a more complete picture of your development as a writer and can help him/her understand what your professor is looking for in the assignment
4. Any textbooks or research material you referenced in your paper if you need help with citations
5. A pen, if you intend to make any corrections on a printed copy—the tutor will not write on your paper.